

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

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| CLASSIFICATION TITLE ASSOC. ENVIRONMENTAL PLANNER | DISTRICT/DIVISION/OFFICE 04/MAINTENANCE | |
| WORKING TITLE ASSOC. ENVIRONMENTAL PLANNER | POSITION NUMBER 904-603-4711-XXXX | EFFECTIVE DATE May 28, 2014 |

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of a Senior Environmental Planner in the Maintenance Division, the Associate Environmental Planner plans and carries out the details of the most difficult and complex environmental studies and tasks as prescribed below. The incumbent will gather, research, and analyze social, and environmental and engineering data for preparation, review, and processing of documents considering the impacts of maintenance transportation projects as mandated by Federal and State laws, regulations, policies and procedures. May act as lead over special projects or lesser experienced staff. Travel will be required, should possess a valid driver's license.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

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| 30% E | Prepare draft maintenance agreements using standard templates and project plans. Research information relating to the project assignment through various records such as freeway and cooperative agreements, appraisal maps, as-built drawings, Google Earth, photo log and various reports. Utilizing various computer programs/applications such as Lotus Notes, Staff Central, EFIS, Microsoft Word, Excel, PowerPoint, etc., to accomplish duties. |
| 25% E | Research and prepare environmental documents for maintenance projects. Establishes and maintains an environmental maintenance database and project matrix to track maintenance transportation projects from inception through contract acceptance. May prepare power point presentations for training purposes and conduct training on new laws, regulations and procedures as they apply to maintenance environmental issues. |
| 20% E | Prepare memos, letters and reports, file and organize both electronic and hardcopy project files and maintenance agreements, schedule meetings, emailing and faxing documents, making copies, and maintaining the office and field equipment. |
| 10% E | Conducts field and office research (including interviews) to identify and evaluate community and environmental effects of various transportation alternatives for the preparation of environmental documents. |
| 10% E | Participates as a team member with engineering counterparts and environmental specialists in the planning and development of proposed maintenance transportation projects. |

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| 5% M | Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees, and attend meetings such as staff, safety, project, and public meetings. |
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SUPERVISION EXERCISED OVER OTHERS

This position will not have supervisory responsibility. The incumbent may act as lead to an environmental planner.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The Associate Environmental Planner must be able to make an environmental inventory; gather and analyze archaeological, social, and environmental data; conduct interviews for gathering data; and, understand and interpret a multitude of existing state and federal environmental laws and regulations.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

An error in researching and evaluating environmental data on the various transportation alternatives for a proposed Caltrans project could delay the preparation and approval of project environmental documents. However, a proper review by the Senior Environmental Planner should minimize any errors.

PUBLIC AND INTERNAL CONTACTS

Works with engineering and transportation planning staff members of local agencies and Caltrans; handles intergovernmental liaison with various governmental agencies' planning staffs; arranges, attends and participates in meetings with local, state, regional and federal agencies, interested groups and individuals. Assists at public presentations.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Report writing may require sitting for prolonged periods of time. Field work may require standing or walking for prolonged periods. Travel for external meetings or for field work might require driving or riding in a car for prolonged periods. Mental requirements may include sustained mental activity needed for report writing and analyses. Emotional requirements may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment, but may also be exposed to extreme weather conditions during field reviews.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR _____ DATE _____